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Class. CHANGED TO: TS S C

DDA Memo, 4 Apr 77

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Date: 23/3/78 By: 022

6 October 1952

MEMORANDUM FOR: Deputy Director (Administration)

THROUGH: Chief, Classification and Wage Division

SUBJECT: Revised T/O for Real Estate & Construction Division,
Office of Procurement and Supply

REFERENCE: Staff Study dated 15 September 1952

1. Some time ago a representative of this office was assigned to assist the Chief, Real Estate and Construction Division and officials of the Office of Procurement and Supply with the reorganization of that Division and its integration into the Office of Procurement and Supply. The above referenced staff study is largely the work of our representative.

2. Personnel requirements indicated by the proposed T/O are considered adequate in the light of the past work load and current requirements. Real estate and construction requirements beyond current known activities are difficult to forecast and it is realized that if a considerably larger construction program should materialize additional personnel would be needed. 25X1C

the future. It is for this reason that the proposed T/O does not include the drafting room personnel usually found in a construction activity.

3. It is proposed to organize the Division in three Branches as follows:

Construction Engineering Branch
Acquisition Branch
Utilities Engineering Branch

The Utilities Engineering Branch is proposed as a separate branch rather than as a part of the Construction Engineering Branch in recognition of the fact that whereas construction is a one-time job, there are continuing engineering functions to be performed in the maintenance and operation of utilities.

It should be noted that the statement of functions for this Division (Annex C of the above referenced staff study) excludes those space, building maintenance and utilities functions assigned to the Office of General Services.

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4. We concur in the proposed T/O and recommend approval of the functions.

W. L. PEEL

Chief, Organization & Methods Service

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